



**GOVERNMENT OF GUAM**  
DEPARTMENT OF MILITARY AFFAIRS  
( DIPATTAMENTON ASUNTUN MILITAT )  
430 Army Drive , Bldg. 300  
Barrigada, Guam 96913-4421

**June 1, 2011**

**MEMORANDUM**

**TO:** Director, Department of the Administration

**ATTN:** Administrator, Human Resources Office

**FROM:** The Adjutant General

**SUBJECT:** Establishment of Antiterrorism Program Manager (ATPM)

Hafa Adai!

I am requesting to create the Guam National Guard (GUNG) Antiterrorism Program Manager (ATPM) Position within the Department of Military Affairs (DMA). Currently the position does not exist with the Government of Guam position inventory at Department of Administration.

Current funding for this position is 100% federal and reimbursable to Government of Guam through the J-3, DCSOPS. DMA will have administrative control while GUNG will have operational control of the state employee. The state employee will be housed within the J3/2, Security Office and assigned to the State Security Officer

At present, the J-3, DCSOPS has a FY 2011 budget of \$68,000. The ATPM should start at a GOV GUAM pay Grade of N, STEP 10, starting base salary of \$46,596.00. The above projected budget is ample funding to compensate ATPM Salary Base, Travel and Per Diem for conferences, additional security training and exercises.

The ATPM must have extensive security and intelligence background, good writing skills, provide presentations at the executive level, conduct risk analysis, provide recommendations against threats to include terrorist, pandemic, natural and man-made disasters, criminal and foreign threats, review and update force protection measures, and coordinate with local and federal agencies to include but not limited to the Guam Police Department, Homeland Security, Attorney General's Office, Federal Bureau of Investigation, and Homeland Defense.

Point of contact for this correspondence is Mr. John T. Flores, Quartermaster at 647-9156.

**BENNY M. PAULINO**  
Major General, Guam National Guard  
The Adjutant General

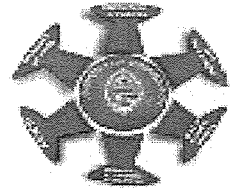


**Eddie Baza Calvo**  
Governor  
**Ray Tenorio**  
Lieutenant Governor

GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

**HUMAN RESOURCES DIVISION**  
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**Benita A. Manglona**  
Director  
**Anthony C. Blaz**  
Deputy Director

APR 12 2013

**HRD NO.: OG-11-0744**

**MEMORANDUM**

**To:** Manager, Human Resources Division

**From:** Assistant Manager, Human Resources Division

**Subject:** **Proposed Creation of Position**  
**RE: Anti-Terrorism Program Manager**

*Buenas yan Håfa Adai!* This is in reference to the Department of Military Affairs' (DMA) request dated May 2, 2011 to create the Anti-Terrorism Program Manager for the Guam National Guard.

Since 9/11, the United States has been prioritizing anti-terrorism programs within the State, Federal, and Military jurisdictions. The National Guard Bureau (NGB) has been providing federal funding to the Guam Army National Guard (GUARNG) since 2006 for its anti-terrorism, force protection and security operation programs, which was performed by military personnel. In 2009, the NGB provided the DMA federal funding to hire an Anti-Terrorism Program Manager to administer the abovementioned programs. However, the government of Guam does not have an anti-terrorism position or positions similar or comparable. Our office granted DMA a waiver to utilize the Chief of Safety & Security Officer position in the interim and to hire on a limited term bases. Currently, Mr. Ambrosio Constantino, who has over 16 years of experience and knowledge in security operations and intelligence through his military career in the field of Security and Intelligence is serving in this regard.

Therefore, based on our review, we have found that there is a need to create the Anti-Terrorism Program Manager position. Following is the job evaluation of this position:

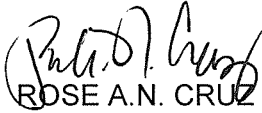
**PROPOSED CREATION**  
**ANTI-TERRORISM PROGRAM MANAGER**

| Position Title                 | Know-How   | Problem Solving | Accountability | Total Points | Pay Grade |
|--------------------------------|------------|-----------------|----------------|--------------|-----------|
| Anti-Terrorism Program Manager | E II 3 350 | E 4 (43%) 152   | E 3 2 200      | 702          | R         |

Attached for your review is a copy of the proposed class specification for the Anti-Terrorism Program Manager position and our Staff Report identifying additional information regarding our review.

HRD NO.: OG-12-0490  
PROPOSED CREATION OF POSITION  
RE: ANTI-TERRISM PROGRAM MANAGER  
PAGE 2 OF 2

Should you have any questions or require additional information, please contact our Classification and Pay Branch. *Dangkolo na Agradesimiento!*



ROSE A.N. CRUZ

Attachments

## ANTI-TERRORISM PROGRAM MANAGER

### Proposed Creation

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#### **NATURE OF WORK IN THIS CLASS:**

Administer comprehensive programs and activities on anti-terrorism, force protection and security for the Department of Military Affairs (DMA) and the Guam National Guard (GNG).

#### **ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Manages and develops the Guam National Guard Anti-Terrorism, Force Protection and Security programs such as anti-terrorism; physical, personnel and operations security; intelligence oversight and emergency management.

Develops, reviews and implements anti-terrorism, force protection and security policies, standards and procedures in compliance with directives and regulations of the Department of Defense (DOD), the Department of the Army (DOA), the National Guard Bureau (NGB).

Reviews, analyzes and evaluates program operations and determines the need for improvement on Standard Operation Procedures (SOP), methods, and techniques to increase efficiency and effectiveness of program operations and provides recommendations for implementation.

Develops, reviews and implements anti-terrorism, force protection, and security plans for the Guam Army National Guard (GURANG) Units and installations to protect federal and local personnel, resources, and assets.

Prepares and plans for mitigation against, preparation for, response to, and recovery from terrorist acts. Advise the Adjutant General and key military and civilian leaders on all anti-terrorism matters.

Develops and conducts training, certification training and briefings for all civilian and military personnel on anti-terrorism and operation security such as Anti-Terrorism Levels I-II, Threat Briefs, and Operation Security Briefs.

Prepares annually the following assessments: Risk Assessment, Threat Assessment, Vulnerability Assessment and Criticality Assessment for the final summary of the Local Threat Statement, which is utilized by Subordinate Units, Naval Base Guam, Anderson Air Force Base and Guam Homeland Security.

**ANTI-TERRORISM PROGRAM MANAGER****Proposed Creation**

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Collaborates and participates in emergency operations for disasters affecting military operations or to support civil authorities in anti-terrorism and force protection.

Participates with both the federal and local agencies in developing integrated anti-terrorism plans; planning and conducting real world exercises, incidents or training exercises.

Conducts periodic inspections of the GUARNG installations and work areas to ensure that force protection and security measures are in compliance with regulations. Provides recommendations on deficiencies found to improve or increase security measures.

Prepares quarterly reports on anti-terrorism and intelligence oversight for the NGB. Prepares other various reports for the DMA and GNG. Maintain all records.

Perform related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Knowledge of relevant equipment, policies, procedures and strategies to promote effective local and national security operations for the protection of people, data, property, and institutions.

Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships and distribution of plant, animal and human life.

Knowledge of different philosophical systems and religions, which includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

**ANTI-TERRORISM PROGRAM MANAGER****Proposed Creation**

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Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Ability to administer comprehensive anti-terrorism programs and activities.

Ability to interpret, apply and enforce pertinent policies, directives, regulations, laws and other program guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to assess and evaluate program deficiencies to initiate and recommend improvements.

Ability to work effectively with local, federal, military, and national guard agencies.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

Four years of professional experience in Anti-Terrorism, Force Protection and Security work, three years of supervisory work experience in law enforcement or intelligence and graduation from a recognized college or university with a Bachelor's degree in public administration, criminal justice, political science, or related field.

**NECESSARY SPECIAL QUALIFICATION (NSQ):**

Must successfully complete, be certified and maintain the Anti-Terrorism Officer Level II, Operation Security Officer Level II and Security Engineering courses within six months of hire as conditions for continued employment.

Must be able to obtain and maintain a Department of Defense TOP Secret Security Clearance as conditions for continued employment.

Possession of a valid driver's license.

**ANTI-TERRORISM PROGRAM MANAGER**  
**Proposed Creation**

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|                        |                         |                  |                   |
|------------------------|-------------------------|------------------|-------------------|
| <b>ESTABLISHED:</b>    | <b>2013</b>             |                  |                   |
| <b>PAYGRADE:</b>       | <b>R</b>                |                  |                   |
| <b>HAY EVALUATION:</b> | <b>KNOW-HOW:</b>        | <b>E II 3</b>    | <b>350</b>        |
|                        | <b>PROBLEM SOLVING:</b> | <b>E 4 (43%)</b> | <b>152</b>        |
|                        | <b>ACCOUNTABILITY:</b>  | <b>E 3 S</b>     | <b><u>200</u></b> |
|                        | <b>TOTAL POINTS:</b>    |                  | <b>702</b>        |

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**BENITA A. MANGLONA, Director**  
**Department of Administration**

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**EDDIE BAZA CALVO**  
**GOVERNOR OF GUAM**